

Asbury University

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# EMPLOYEE HANDBOOK

ASBURY UNIVERSITY  
Academic Excellence & Spiritual Vitality





# Asbury University

# EMPLOYEE HANDBOOK

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# OUR HERITAGE



## The Asbury Story

Asbury University was founded in 1890 as the fulfillment of a pledge the Reverend John Wesley Hughes, a Methodist evangelist, had made as a student at Vanderbilt University a decade earlier. He chose Wilmore as the school's location because it was situated within his evangelistic preaching circuit and because the townspeople had shown a willingness to cooperate by raising \$1,600 toward the financing of the initial physical plant.

Originally named Kentucky Holiness College, the school changed its name to honor the founder of American Methodism, Bishop Francis Asbury. Asbury was directly responsible for the organization of Bethel Academy in the 1790's. The site of this pioneering Methodist school, the first of its kind west of the Allegheny Mountains, is on the banks of the Kentucky River approximately two miles from the present Asbury campus. It was John Wesley Hughes' intention to pay tribute to Bishop Asbury's educational and spiritual efforts by naming the school in his honor. As he noted in his autobiography,

For all who know the history and character of Bishop Asbury, know that he contended earnestly for the faith which was once delivered to the saints. That is—free salvation to all men and full salvation from all sin, the secret of Asbury University's origin and success.

Asbury opened its doors for instruction on September 2, 1890, stating in its bulletin that, "While we give prominence to the religious, we give equal prominence to thorough mental training; thus giving liberal culture of mind and soul." Since 1893 the University has graduated more than 22,000 students. Asbury is proud to note that among these graduates are university presidents, elected bishops of the United Methodist Church, many outstanding business executives, doctors, lawyers, school administrators, and professors. Numerous pastors, missionaries, evangelists, and other full-time Christian workers are also among the alumni who have placed the Asbury imprint on every continent of the world.

## Statement of Mission

The mission of Asbury University, as a Christian Liberal Arts University in the Wesleyan-Holiness tradition, is to equip men and women, through a commitment to academic excellence and spiritual vitality, for a lifetime of learning, leadership, and service to the professions, society, family, and the Church, thereby preparing them to engage their cultures and advance the cause of Christ around the world.

## Statement of Our Faith

The religious beliefs to which Asbury University is dedicated are stated as follows:

We believe:

1. That the Scriptures of both the Old and New Testaments constitute the divinely inspired Word of God, that they are inerrant in the original writings, and that they are the final authority for truth and life.
2. That all truth is a unity since it originates in God, and that God imparts it to man through His revelation in Jesus Christ, in the Scriptures, and in nature.
3. That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
4. That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
5. That Jesus Christ died for our sins according to the Scripture, that His atonement is for the whole human race, and that whosoever repents and believes through faith in Him is justified and regenerated and saved from the dominion of sin.
6. That man was created in the image of God, that man fell into sin through disobedience and “so death passed upon all men for they have all sinned”—Romans 5:12, that all human beings are born with a bent toward sinning, and in the case of those who reach moral responsibility, become sinners in need of being converted.
7. That entire sanctification is the act of divine grace, through the baptism with the Holy Spirit, by which the heart is cleansed from all sin and filled with the pure love of God. This is a definite, instantaneous work of grace, subsequent to regeneration, wrought in the heart of a believer, resulting from full consecration and faith in the cleansing merit of the blood of Jesus Christ.
8. That the Holy Spirit bears witness both to the new birth and to entire sanctification, enables the Christian to live a godly life, to grow in the graces of the Spirit, and to walk blamelessly in His holy commandments.
9. That the church is the body of Christ and that all who are united by faith to Him are its members and love one another out of pure hearts.
10. That the crucified body of the Lord was resurrected, that He ascended into heaven, and that His return will be personal and is imminent.
11. That there will be the bodily resurrection of the just to everlasting blessedness and of the unjust to everlasting punishment.

## Statement of Purpose

Asbury University is an independent liberal arts university, providing undergraduate and graduate educational programs guided by the classical tradition of orthodox Christian thought. Central to this endeavor is a clear affirmation of the scriptures of the Old and New Testaments as God’s infallible and authoritative word, and particularly its teaching that the world was created by God and that persons are created in the image of God. On this foundation, we seek to provide an excellent integrated educational experience that appreciates truth in all areas of life and develops whole persons for achievement and service. Whether preparing students for further advanced degree study or for professional employment, the educational programs of the University reflect a liberal arts character.

The University believes in the humanizing value of broad exposure to the Western cultural heritage, the “great tradition” as both a classical body of knowledge and a dynamic conversation on the great ideas and values that have shaped this civilization. In robust interaction with Christian faith and practice, this educational approach develops students’ natural God-given potentials as rational, moral, spiritual, social, and physical beings. The University seeks to expand students’ horizons outward to understand the history and value of other peoples and cultures, and prepares them for involvement in a complex and changing global reality.

University life is shaped by the Wesleyan understanding of sin, grace, and the possibility of full salvation for Christ-like living. Asbury University embraces the equality, dignity, and worth of all persons and endeavors to be a campus community that reflects both the unity and diversity of the body of Christ. Asbury University fosters in students a commitment to Jesus Christ as personal Savior and to holiness of heart and life. The University sends them forth to engage in transforming the cultures in which they are called to live out their allegiance to the Kingdom of God and to participate in the cause of world redemption.

## Statement of Vocational Calling

In keeping with our rich Wesleyan-Holiness foundation and commitment, Asbury University believes firmly in the inherent equality of all persons before God, irrespective of race, gender, age, or socioeconomic reality. This equality includes

salvation, full membership, participation, and leadership in Church and society (including pulpit ministry), reception and exercise of spiritual gifts, and pursuit of vocational call. Therefore, Asbury University is committed to encouraging all persons to explore, discover and express their vocational call in obedience to God and for His glory.

## Foundational Principles of Community Life

The concept of community at Asbury University is built on ten foundational principles that we believe are essential not only during your years at Asbury, but throughout the rest of life. These may not be the only principles upon which a community can be founded, but we have found them to be effective in promoting a unique partnership of faith, living and learning.

These principles are important to all we do at the University whether you are a student, administrator, faculty or staff. We have found that “fit” within the community is critical to a student’s development, and appreciating and being committed to what these principles represent is essential. We enthusiastically welcome students who may struggle with one or more of the principles, but being willing to support and uphold what the community stands for is imperative. The following ten **foundational principles** govern our community:

1. Asbury University is committed to following biblical mandates for living.
2. Asbury University promotes a radical commitment to Jesus Christ as both Savior and Lord.
3. Asbury University encourages a balanced life-style.
4. Asbury University is committed to a life-style characterized by integrity.
5. Asbury University is a learning community.
6. Asbury University is a respectful and inclusive community.
7. Asbury University is a redemptive community.
8. Asbury University is a disciplined community.
9. Asbury University is a serving community.
10. Asbury University is a celebrative community.

The Asbury University community intentionally promotes a community which is characterized by three interdependent functions: Cooperating, Care, Correction.

## Lifestyle Standards of the Asbury Community

The high expectations of a disciplined life-style are worthy but should not be confused with the means of salvation. Salvation comes through a personal relationship with Jesus Christ. The standards espoused in this handbook reflect Biblical imperatives, traditions, and commitments which we believe will prepare participants to develop a “lifestyle for a lifetime.” Even while off-campus, members of our community are encouraged to conduct themselves in a manner which reflects the values of Asbury’s traditions.

The student population of Asbury University looks to employees for spiritual guidance and example. Therefore, certain behaviors are considered to be inappropriate for a staff person. If for some reason you believe that it would be impossible to follow these lifestyle commitments as described, it would be to our advantage and your advantage not accept a position at Asbury University.

The Scripture teaches that a believer can demonstrate certain Christ-like attributes through the power of the Holy Spirit. These attributes include “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Galatians 5:22-23 declares there is no law against such demonstrations of the fruit of the Spirit in our lives and we should encourage one another to practice these attributes in our relationships.

In contrast to the fruit of the Spirit, Galatians 5:19-21 condemns those acts and attitudes which reflect our sinful nature. These acts and attitudes include sexual immorality, idolatry, occult practices, hatred, discord, jealousy, uncontrolled anger, greed, quarreling, envy, and drunkenness. In a community of believers, these acts and attitudes will hinder relationships with God and others if they are tolerated and will lead to unacceptable behavior.

Certain behaviors are expressly prohibited in the Scripture and therefore are unacceptable in the Asbury University community. These behaviors include: theft (including plagiarism), lying, dishonesty, gossip, slander, profanity, vulgarity (including crude language), sexual immorality (including adultery, homosexual behavior, premarital sexual intimacy), drunkenness, immodesty of dress, and occult practices. While not explicitly mentioned in Scripture, Asbury believes that the following represent violations of Biblical principles and also are unacceptable: abortion, gambling, and pornography.

The use of certain substances can be both physically and psychologically damaging to the individual and the community. Consequently, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages (including “non-alcoholic” beer



and similar products which actually do contain some alcohol) and illegal drugs. These substances are not to be used, possessed, or distributed on or away from campus. Prescription drugs are to be used in accordance with a physician's directions.

In keeping with scriptural admonitions to subject ourselves to the authority of the government, members of the Asbury University community are expected to uphold local, state and federal laws. An exception would be those rare occasions when civil laws might require behavior that is contrary to God's law as found in scripture. In such cases, each individual would submit voluntarily to the civil penalty for his or her behavior. Behavior which results in civil arrest on or off campus is subject to review within the university's disciplinary procedures. Discernment in these moral issues is important in our development as individual believers. Violations in this category will result in greater consequences. Disciplinary dismissal is possible. The offenses of sexual immorality, abortion and drunkenness (alcohol or drug induced) are almost certain to result in immediate dismissal from the university.

The University acknowledges that Scripture does not address the issue of social dancing directly, and committed Christians may differ widely in their attitudes towards dancing. In its desire to maintain a distinctively Christian environment that promotes physical, emotional and spiritual well-being, Asbury University does not permit social dancing on or away from campus, nor does it allow any university-sponsored group to sponsor dances anywhere else. Many forms of contemporary dance are sexually suggestive, and dancing is often associated with alcohol consumption and sexual promiscuity. However, Asbury University also recognizes that some forms of social

dancing may not exhibit or lead to unwholesome behavior. As an exception, therefore, students are allowed to dance socially in a manner that honors Christ at off-campus celebratory occasions such as weddings, military balls, graduation exercises, church, and family occasions.

Members are expected to demonstrate a responsible attitude toward authority. Consequently, insubordination to and disrespect for authority and refusal to accept the correction of those in authority is not acceptable.

We respect the worth and dignity of each individual and are sensitive to the special needs of each individual. Therefore, discrimination against others on the basis of race, national origin, gender, religious beliefs or disability is not acceptable in any form. Verbal or physical abuse of others is not acceptable.

Members of the community are committed to abide by the standards of the University as described in this Handbook for Community Life and the University Bulletin and are expected to contribute to the growth and maturity of others. Members are expected to discipline their own actions by adhering to the principle of consideration of others before themselves.

Specific guidelines for expectations for student dress, grooming, and relationships with the opposite sex are given in the Handbook for Community Life as published in the Campus Calendar. Faculty and Staff, in a spirit of providing leadership and support for students, as well as maintaining exemplary Christian lives, will demonstrate reasonable conformity to the lifestyle principles outlined for students in the Handbook for Community Life.



# EMPLOYMENT

## Employee Classification

All employees of Asbury University make major contributions to our daily operations. Each individual has a part in the equipping of our students to make eternal contributions to their families, culture, and the Kingdom of God. Our goal at Asbury University is to strive to operate as one body with many parts (I Corinthians 12). Each part of the Body has its role and purpose.

Employees are classified in one of six major categories:

- **Executive Officers** – The executive staff consists of the president, provost, and all vice-presidents.
- **Administrators** – Administrative staff is made up of directors and associate/assistant vice presidents of specific administrative areas of campus.
- **Professional/Administrative Staff** – The professional employee usually possesses a specialty of expertise. These people support the operations and administration of the University. Some of these staff members are computer programmers, managers, associate or assistant directors and counselors.
- **Support Staff** – Staff employees help to keep the University going by providing support on a daily basis. They are foundational to the superstructure and include staff assistants, general clerks, office personnel, custodians, electricians, and grounds keepers.
- **Faculty** – A person who is employed on a faculty contract. Like an administrator, a faculty member is exempt from state and federal wage and hour laws. This includes professors, associate professors, assistant professors, and instructors.
- **Adjunct Faculty** – A faculty member who is employed on a part-time contract on a semester-by-semester basis for specified classes or services and whose teaching load and faculty responsibilities over the course of an academic semester constitute less than that of full-time faculty. Adjunct faculty positions do not include all of the duties of regular faculty members. Adjunct faculty are not eligible for benefits.

**Exempt** – The legal classification for employees who are paid a salary and are not subject to (are exempt from)

state and federal minimum wage, overtime and some recordkeeping requirements. Certain criteria, including the types of job duties performed, have to be met to properly classify an employee as exempt. Faculty, administrators, and professional employees are considered exempt.

**Non-Exempt** – The legal classification for employees who are subject to (not exempt from) state and federal minimum wage and overtime laws, and greater record-keeping requirements. Support staff are considered non-exempt.

**Full-Time Employee** – works at least thirty (30) hours per week each week of the year with the exception of the vacation period or an equivalent of at least 1,560 hours per year. All full-time employees are eligible for benefits.

**Part-Time Employee** – works less than thirty (30) hours per week or an equivalent of less than 1,560 hours per year. Part-time employees are eligible to participate in the matching retirement plan when they work at least 1,000 hours per year. Part-time employees are not eligible for any additional benefits.

**Regular Employee** – assigned to a position that is funded on a recurring basis or that is expected to be funded for at least an academic year or longer.

**Temporary Employee** – assigned to a position that is not funded on a recurring basis and is not expected to be funded for a full academic year.

**Student workers** – Students who work part-time while attending Asbury are not considered benefit eligible.

## Equal Employment Opportunity

Asbury University does not discriminate on the basis of race, color, gender, age, national or ethnic origin, or disability in the admission of students, educational policies and programs, employment practices, and activities. In addition, Asbury University does not discriminate on the basis of religion in the admission of students or student access to educational programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, Asbury University, Wilmore, KY 40390; (859) 858-3511, ext. 2357.

In addition, the University does not condone or permit harassment of employees or students on the basis of this policy.



## Employment of Minors

Asbury University complies with all state and federal regulations concerning the employment of minors.

## Relatives and Friends (Nepotism)

If an employee has or knows of any relatives or friends looking for work who might meet the qualifications for our team, please direct them to the Human Resources Office. Both husband and wife or close relatives may work at Asbury University, provided their work areas are separated. It is University policy that spouses and close relatives do not supervise each other so that no sensitive situations exist.

If such a situation should develop to place an employee in the position as mentioned above, then Asbury University may require one spouse to make a decision to transfer, if possible, or to resign.

## Physical Examination

At the time of employment, the prospective employee may be required to take a medical examination. If such an examination is requested, then it is for the employee's own protection as well as fellow workers. This will assure that the employee does their work safely and efficiently. A drug screening is a standard requirement of a pre-employment physical exam. In addition, an employee may be requested to take an examination at any time during their employment at the University's request. If an examination is required, it will be paid for by the University and no employment will be final until the physical exam is completed. The requirement for a physical exam will be totally at the discretion of Asbury University. If a position requires successful completion of a physical exam, employment will be considered temporary until all required exams are completed.

## Drug Testing

All commercial drivers employed with Asbury University will comply with all DOT regulations. This includes drug screen requirements both pre-employment and random testing. Other employees may be subject to drug testing based on job responsibilities or other factors. Drug screening is standard with all pre-employment physical exams.

## Background Checks

It is the policy of Asbury University that candidates seeking positions as staff and faculty have certain

credentials, criminal and other background information verified as a condition of employment. In cases of re-employment, background checks are required if absence has been greater than one year.

## Employment Status

Employment at Asbury University is an at-will relationship between the employee and the University. Either party may terminate the at-will relationship at any time.

## Orientation Period

Staff employees will be considered to be working in an orientation period during their first 8 weeks of employment with Asbury University. This is to give the employee and the University a chance to get acquainted and to determine whether or not expectations regarding employment are met. An evaluation and decision concerning continued employment will be made at the end of the orientation period. Unsatisfactory performance will result in termination of employment. Due to the nature of the orientation period, time off during this period is discouraged. Emergency situations must be approved by the department head.

## Human Resources & Risk Management Office

On or near the employee's first day of work, they should schedule an appointment with the Human Resources Office to discuss benefits and to sign payroll forms. The employee will participate in an orientation program to assist with the transition. At this time, the Human Resources Office will discuss any questions concerning insurance, policies, or any other personal issues. The Human Resources Office exists to provide comprehensive service to the University community in the areas of:

- Employee recruitment and processing
- Employee relations
- Benefit administration
- Training and employee development
- Employee job performance
- Safety and risk management

The Human Resources Office is designed to help the employee. It should be the first and last stop on Asbury's campus.

## Personnel Records

Asbury University maintains personnel records and information for each applicant, employee, and former employees. These records are retained in the Office of Human Resources. Employees are responsible for keeping their records up to date (e.g. address, telephone number, etc.) and are allowed to inspect their own personnel records. A request should be made in writing to the Human Resources Office who will then schedule a mutually convenient time for the inspection. Record inspection will occur in the presence of a designated University official. A reasonable charge may occur for any copies made for an employee or former employee. Faculty contracts and other employment documents are maintained in the Provost's Office.

## Right to Work Verification (I-9)

It is necessary for all employees to complete a form I-9 to verify U.S. citizenship within three days of the commencement of employment. No exceptions will be made. Employment will not continue without proper Identification.

## Identification

When an employee has been hired by Asbury University they will be photographed and will receive an identification card. This card is for identification purposes when needed to cash checks, receive access to the Luce Physical Activities Center, perform business around the community, and receive a discount in the University cafeteria and bookstore. The ID center is located in the Information Technology Services Office. Upon termination from employment at the University, the employee's ID card and ID cards issued to their families must be turned in to the Human Resources Office at the Exit Interview.

## Keys

Employees requiring keys may obtain them through the Physical Plant Office upon filling out the proper form and upon approval of the departmental supervisor. Keys must be turned in upon termination of employment and may not be transferred to another employee. Under no circumstances are employees to have their own keys made for University use. Loaning of any university issued keys to another person is not allowed. If a key is lost or stolen, the employee should notify Security and Physical Plant as soon as possible. Personal duplication of keys may result in employee discipline up to and including termination.

## Parking

Employees are issued parking tags and are to park in designated lots. Employees may be issued a parking ticket if they are parked in non-designated lots. Questions regarding parking should be directed to the Safety & Security office. Unpaid parking fines may be deducted from the employee's paycheck. Children of employees that are University students are not allowed to use employee parking permits.

## Schedules

The regular workday is from 8 am to 5 pm Monday through Friday for most offices and departments. Standard hours for the Physical Plant are 7:30 am to 4:30 pm.

Most other Support Staff work on the regular schedule. Security, switchboard, and various other positions may work other shifts as determined by the department head, executive officer, and Human Resources.

Administrators and Professional employees are expected to work the normal 40-hour work week at minimum and should be present during normal office hours as much as possible. It is expected that more hours will be spent for meetings, travel, conferences, and the like for which no extra compensation is received. Because of the nature of the duties of these positions they are considered exempt from overtime requirements. Because of the additional requirements expected of these individuals, the administrator is able, with the approval of their supervisor, to take "a couple of hours off" to deal with personal matters without counting it as vacation time. All employees are expected to use time wisely and honestly.

## Lunch Periods

Lunch periods are usually taken for each area of the University, from 12:00 noon to 1:00 pm. Some offices may choose to be open during the noon hour to provide appropriate customer service. Due to operational schedules security and switchboard employees do not have lunch periods relieved of duties. These employees will have opportunity for meal periods while working. Their meal periods will be considered "on the clock" and be compensable time. Other positions may have lunch periods at different times as determined by the executive officer and supervisor.

## Breaks

All Support Staff will receive a 15-minute rest period

as close as possible to the midpoint of each four hours worked. Rest periods should be taken within the building or on the campus in the work area. Please do not leave campus during a break.

## Breaks for Lactation

Recognizing the importance of breastfeeding for both mothers and their infants, and of promoting a family-friendly workplace, Asbury provides breastfeeding and lactation guidelines. The University strives to create an environment conducive to working and learning and one that is attuned to both professional and personal needs of its female faculty, staff, and students. Mothers are responsible for requesting lactation support prior to or during maternity leave, preferably no later than two weeks before returning to work. Supervisors and employees shall work together to establish mutually convenient break times. Employees who need assistance are encouraged to make appropriate arrangements with their supervisors to ensure that normal work related activities are not severely disrupted and their assigned tasks are completed as expected.

## Job Descriptions

A copy of the job description will be given at orientation. As positions develop, changes will be necessary in job descriptions. Changes in job descriptions should be handled by the immediate supervisor in conjunction with Human Resources. Official copies of job descriptions are retained in the Human Resources Office and are available upon request.

## Job Evaluation

Asbury University uses a job evaluation process for Support Staff in an attempt to establish internal equity and competitiveness with the general labor market. Job components are reviewed through the use of a Job Evaluation Questionnaire. This questionnaire is used to define experience and education requirements, and to specify the skills and abilities needed to fulfill all relevant duties and responsibilities. Requests for job evaluations must be made in conjunction with the immediate supervisor and executive officer.

## Professional Development

Asbury University encourages all employees to continue to grow and develop both professionally and personally. Faculty members may be provided professional leaves and sabbaticals

as well as time for meetings and conferences. Administration and support staff may be provided outside seminars, as well as in-house professional development opportunities.

Asbury University is committed to identifying and developing programs to meet the needs of employees and to facilitate communication between employees and supervisors. The Human Resources Office coordinates in-house training opportunities for employees. These opportunities can include seminars, lectures or other development meetings. Training seminars and continuing education programs must be cleared with the immediate supervisor and/or executive officer prior to registration. Questions should be directed to the Human Resources Office.

## Performance Appraisals

Asbury University does set aside a period of time annually to evaluate the performance of all its employees. Faculty are reviewed by students and department heads. All supervisors are reviewed by their staff. All other employees are reviewed by the immediate supervisor. Although the University believes that “performance evaluation” is an on-going process that occurs all year, it establishes the formal review to allow employees and supervisors an opportunity to directly discuss aspects of performance. This time can be a very positive opportunity for feedback.

A performance evaluation will also be done at the completion of the orientation period.

## Vacancy Announcements

Recruitment for non-faculty position vacancies is coordinated through the Human Resources Office. Once a position is declared vacant, a job posting is created by the Human Resources Office. This vacancy announcement is displayed throughout the campus. Current vacancy listings can also be found on the University website. Inquiries regarding vacancies should be directed to the Human Resources Office. Minimum posting time is typically two weeks, although the minimum posting time can be waived based upon circumstances surrounding the vacancy. Waiver is at the discretion of the Human Resources Office.

## Transfer of Positions

Asbury University employees are welcome to apply for vacant positions within other departments. Employees who wish to be considered for other openings across campus must make application in writing to the Human Resources Office. Depending upon the age of the existing application



materials the employee may be asked to re-submit an application and a resume. Employees are required to notify their current supervisor before an actual interview is held. All employees who transfer to new positions will be included in an eight-week performance review.

## Resignation

When an employee is resigning from Asbury University, they should present a signed letter of resignation to the immediate supervisor with a copy to Human Resources.

Support staff employees should do so no later than two weeks in advance of the last day of work. Administrative and Professional employees should provide a minimum of one month's notice for resignation. Employment terms for Executive Officers are maintained in the President's Office. Contract periods, release dates, and minimum notification requirements may be different from other employees.

The employee will be compensated for accumulated vacation time upon resignation if proper notice is given and all monthly leave slips have been submitted up to the date of resignation. In cases of resignation an employee must actually work their last day of employment. Health insurance eligibility will cease as of the last day of the month in which the employee last works.

The termination date for support staff, administrators, and professional employees, regardless of the type of termination, is considered the employee's last day of work. Employment status cannot be extended through the use of vacation or sick leave.

Termination of benefits varies according to the benefit.

## Involuntary Separation

Asbury University may terminate the employment of any employee at any time with or without cause, with the exception of employees who are issued contracts. Employees who are issued contracts may be terminated based on the terms of contract.

Any of the following examples constitute cause for involuntary termination, but this list is not considered exhaustive.

- Excessive absenteeism
- Excessive tardiness
- Failure, neglect, or inability to perform assigned duties

- Failure to act in a courteous or cooperative manner toward employees, students, or the general public.
- Violation of University or departmental policies
- Dishonesty
- Abuse of sick leave
- Providing false medical statement
- Insubordination
- Fighting
- Falsifying employment application, resume or references
- Violation of moral and behavioral standards as outlined in the application and lifestyle standards section of this handbook.
- Job abandonment (unauthorized leave of absence exceeding 3 working days)
- Asbury University Executive Officers may determine that other behaviors may constitute cause for termination. These decisions will be made in conjunction with employment policies and practices.
- At the time an employee begins to receive long-term disability benefit payments, active employment is considered to have ceased. Cessation of active employment will be considered termination of employment. In such cases, the employee will have the same rights and privileges of any person leaving the employment of Asbury University.

## Exit Interview

The employee is responsible for scheduling an appointment with the Human Resources Office for an exit interview before the last day of employment. During the exit interview provisions for insurance continuation and other benefit issues will be discussed. An employee will not be considered having completed job responsibilities without the exit interview. This will protect the employee's right to understand continuation of benefits and other necessary federal and state regulations. At this time the employee will also be requested to return all keys and other University property including credit cards, calling cards, I.D, and technology items.

Failure to complete the exit interview process means that Asbury University will withhold any accrued vacation time from the final pay check.

# COMPENSATION

## Payday

Support Staff are paid for the hours worked between 12:01 a.m. Saturday to 12 p.m. the following Friday (work week). The pay period consists of two work weeks. Payday occurs bi-weekly on Friday. All other employees are paid monthly on the last working day of each month. Paychecks are direct deposited to any financial institution.

## Overtime

A non-exempt (hourly) employee will be asked to work overtime only when absolutely necessary. Unless specifically authorized by the supervisor, an employee is not permitted to work overtime.

If an employee is paid on an hourly basis, they will receive overtime pay for hours worked over 40 hours per week at one and one-half times the regular rate. For the purpose of this policy, overtime calculations will include actual work hours, vacation time and holiday time. Overtime worked in one work week cannot be averaged out by working fewer hours in a corresponding work week to obtain the minimum 40 hours standard. Overtime is available only for Support Staff.

## Compensatory Time

If an employee desires, time-off can be given for hours worked above their normal shift. This time is called compensatory time. However, compensatory time cannot be accumulated or used outside of the work week. Compensatory time is not available for exempt employees.

## Special Assignments/Overloads

A special assignment or overload is taking on another job in the institution for which the employee will receive additional compensation. Examples include a faculty member teaching an additional course, a staff employee teaching a course, or an employee taking on a part-time coaching responsibility. These activities should not interfere with the fundamental responsibility of the individual to meet regularly assigned duties. Employees

engaged in these activities should avoid basic conflict of interest situations.

In order to receive additional compensation for the special assignment/overload the following criteria must apply:

- Fall outside the scope of the employee's job description or contract
- The assignment serves the best interest of the institution
- The assignment occurs outside the organizational unit (department) in which the employee is regularly assigned.
- Be approved by the executive officers and supervisors of both areas
- Be reviewed by Human Resources

Compensation for each overload position is based on the salary schedule for the particular position involved. Employees' total overload payment shall not exceed 20 % of base salary in a year except under the following conditions:

- (i) Work outside the contractual year (i.e. faculty during the summer)
- (ii) Compensation funded by an outside grant

Overload compensation is not considered part of base salary and is not subject to fringe benefits.

Compensation for non-exempt staff will be based on total hours worked. Non-exempt employees are entitled to payment of 1.5 times hourly rate for hours worked in excess of forty in a specific week.

## Teaching

Faculty who teach additional courses must be approved by their department chair and the provost. Staff employees who teach must be approved by the department head and executive officer as well as meet all other credentialing requirements for teaching (i.e. degrees, submission of transcripts, etc.). Staff employees may teach no more than one course per semester. Employees teaching courses as overload or special assignments shall use proper discretion to insure that their primary job responsibilities are

satisfied. Staff who teach during regular working hours shall adjust their working hours to make up the time.

### ***Coaching***

Employees who serve in additional capacities in coaching must be approved by both executive officers and supervisors for each position. Additional compensation is made when hours are performed outside of regular work hours.

### ***Consulting***

Asbury University recognizes that exempt employees may enrich the university by appropriate involvement in limited external consulting activity. Personal participation in professionally relevant consulting activities may also enhance the employee's competence in their respective professional or administrative roles.

An employee who is employed on a full-time basis may render professional consulting service in the public interest to an individual association, governmental agency, business, or others. Such consulting activities, however, should not interfere with the fundamental responsibility of the individual to meet regularly assigned duties. Employees engaged in consulting activities are expected to adhere to basic conflict of interest principles. When the employee is compensated by the external organization, consulting shall be done only on vacation leave, weekends, evenings or times when the employee is not expected to be carrying out responsibilities of the position held (i.e., university holidays). Exceptions shall be approved by the President of the University.

## **Time Clocks and Time Cards**

All support staff employees are expected to record all hours worked through a time card, time clock or direct entry into a time/attendance system. If the employee's work area uses a time clock, they should be sure to punch in and out each day for each day worked. Another employee may not punch the time card. If the employee leaves work during the shift, the employee must clock out when leaving and clock in when returning. Clocking out is not necessary if the employee is on University business.

The employee must sign the time card in order for it to be processed. The Payroll Clerk will not process the time card unless it has been signed by both the employee and the employee's supervisor. Time cards are turned in to the Payroll Clerk by Monday at noon of the week in which paychecks are issued. Time card instructions are included in this handbook.

### ***Procedure for Use of Time Card***

Every Support Staff employee of Asbury, unless a specific

exemption applies, must keep a record of all hours worked in any work week. This is done by the use of the payroll record card or punch clock. In general, hours worked includes all the time an employee is required to be on duty on the campus or at a prescribed work place.

A workweek is a regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods. Employment for 2 or more workweeks cannot be averaged for the sake of figuring overtime or minimum wages.

For computation purposes, the workweek begins at 12:01 a.m., Saturday. Payroll record cards should be completed bi-weekly, signed by the employee and supervisor, and sent to the Payroll Office in the Administration Building no later than noon on the first Monday after the ending of the bi-weekly pay period.

It is important that all full-time employees record not only the hours worked in each day but also account for the time they are required to spend on their assigned duties. Absences from regular working time should be accounted for by code.

## **Pay Increases/Bonuses**

Salary increases are determined annually when the fiscal year budgets are prepared. Normally, this increase will be effective for all employees July 1. Cost of living increases and merit increases may be handled separately and based on an evaluation process.

Bonuses may occasionally be approved by the administration. Bonuses are considered supplemental pay and are therefore not subject to retirement plan withholdings.

## **Payroll Deductions**

Monthly salary payroll deductions may include taxes (federal and state income, social security, Jessamine County [1%] and Wilmore [2%] payroll); insurance (medical, dental, life, and accidental death); flexible spending accounts, retirement; rent, and contributions to the University. Most insurance premiums are deducted one month in advance.

- \* A special reminder to benefit eligible employees who are paid over nine months: to continue insurance over the summer break, the employee must contact the Payroll Office in advance to arrange payment.



# EMPLOYEE BENEFITS



## Enrollment

New benefit eligible employees have the opportunity to enroll in insurance plans within the first 30 days of employment (initial enrollment period). At the time of orientation, Human Resources will explain the plan options and discuss the cost of each plan. If an employee chooses not to enroll during the initial enrollment period they lose their right to enroll in the plans except during the annual open enrollment period. During open enrollment employees may make changes to plans. The plan choices cannot be changed until the next open enrollment period without the occurrence of a qualifying event (i.e., death, birth, marriage, loss of coverage due to employment changes, etc.). Any qualifying event change to health coverage must be directly related to the nature of the event and Human Resources must be notified of the change within 30 days.

## Health Insurance

Asbury University provides medical plans for choice by benefit-eligible employees. Specific cost amounts will be given at time of enrollment. Provisions for employees who leave employment are available under COBRA. Upon termination of employment Human Resources will discuss options for continuation of benefits. Health insurance will continue until the last day of the month in which the employee's last day of employment occurs.

## Dental Insurance

Dental coverage is optional and available to benefit-eligible employees. The total premiums are paid by the employee through payroll deduction.

## Group Life Insurance

Asbury University provides term life insurance to all benefit-eligible employees at no cost to the employee. The rates for purchasing additional coverage are available from the Human Resources Office. Details of coverage are in the employee orientation packet. The life insurance can be continued upon resignation from the University by completing the necessary paperwork.

## Long Term Disability

For benefit-eligible employees who suffer a disabling illness, disease, or injury, there are provisions for continuation of partial compensation through a long-term disability plan. A copy of this plan is available through the Human Resources Office at the time of orientation. The University pays for this coverage.

There are differing periods of elimination before benefits begin. If a full-time employee is on extended sick leave for a period equivalent to the maximum for each class (90 days for support staff; 180 days for faculty, executive, administrative, and professional employees), then that person may qualify for long-term disability.

At the time an employee begins to receive long-term disability benefit payments, active employment is considered to have ceased. Cessation of active employment will be considered termination of employment. In such cases, the employee will have the same rights and privileges of any person leaving the employment of Asbury University.

## Business Travel Insurance

Eligible employees are insured in the amount of \$100,000 against accidental death while traveling on behalf of the University. The total premium for the coverage is paid by the University.

## Flexible Benefit Plan (Section 125)

Asbury University offers benefit-eligible employees the option of assigning specific salary amounts under Section 125 of the IRS code which will not be taxed by federal, state, or FICA taxes. There are three options available under this benefit:

- Premium Contributions
- Health Care Expenses
- Dependent Care Expenses

Insurance premiums for health, dental, and cancer policies are deducted before taxes. Employees may choose to waive this option by contacting the Human Resources Office. In addition, employees may also shelter pre-tax dollars for reimbursement of health and dependent care expenses.

## Cancer/Intensive Care Insurance

This optional coverage is also available to benefit-eligible employees at low group rates. These plans are designed to pay for expenses that are not covered by health insurance plans (Examples: travel, meals, or lodging expenses related to the treatment of cancer or intensive care situations). Benefits are paid directly to the employee. The premiums are paid by the employee through payroll deduction.

## Term Life Insurance

Additional term life insurance coverage is available for benefit-eligible employees and dependents. This coverage can insure both spouse and children. Information on rates and terms is available through the Human Resources Office. Premiums are paid by the employee through payroll deduction.

## Accidental Death/Dismemberment

Accidental death insurance is available to all benefit-eligible employees. The insurance provides complete 24-hour coverage. The premium is paid by the employee through payroll deduction.

## Worker's Compensation

Asbury University carries Worker's Compensation insurance for all employees. The purpose of this insurance is to provide for payment of medical and/or disability costs to an employee injured while on the job. Asbury University pays the full amount of this premium.

## Unemployment Insurance

All employees are covered under Kentucky State Unemployment Insurance. This law provides weekly benefits for a limited time for individuals who become unemployed and are unable to secure work for which they are fitted. State law determines final eligibility for benefits.

## Social Security and Income Taxes

The University is required by law to withhold federal and state income taxes, city tax, county tax, and social security taxes from the pay of all employees. At the present time, student employees are not covered by Social Security while enrolled. Forms W-4 and K-4 must be completed and turned in to the Human Resources Office in order to process payroll.

## Retirement Plan (Matching)

All benefit-eligible employees are eligible to participate in the University retirement plan with the Teachers Insurance and Annuity Association (TIAA) and University Retirement Equities Fund (CREF) after completing a waiting period at the University without a break in service.

Employees in eligible categories of employment who have credit for years of service at other post-secondary institutions and meet the 1 year requirement may begin participation in this retirement plan following employment at the University.

## Supplemental Retirement Annuity (SRA)

The SRA is an annuity designed for those who want to set aside tax-deferred funds over and above the amounts being accumulated under the Asbury University retirement plan. The allowance of early distribution (of an SRA) has been the major difference between the SRA and the regular TIAA-CREF retirement plan.

All employees are eligible to participate and may contact Human Resources Office for a salary reduction of any amount (minimum of \$25.00) within the limits of sections 403(b) and 415 of the Internal Revenue Code. The Payroll Office will send that amount to TIAA-CREF's SRA program.

## Religious Observances

All benefit-eligible employees are encouraged to attend one chapel service each week with pay. This time will be paid if chapel falls in the regularly scheduled work hours.

Administrative, professional, and staff members meet together for devotions one-half hour each Monday morning in the Administration Building. All employees are invited to attend with pay. Some departments have departmental devotions; any interested employee may contact the department to find out the time.

## Personal Items

Some insurance is provided to employees to cover personal items in their offices. This coverage is limited to catastrophic loss (i.e. loss of a building, etc.) In order for items to be viewed as insured, an employee must submit to the office of Human Resources and Risk Management, an itemized list of personal property with values located in their office before coverage can begin. Any loss is subject to the applicable deductible in force at the time of loss. Home owners and renter's insurance are considered primary coverage. Please make sure that your items are covered under the appropriate policy.

## Asbury University Tuition Remission Policy

Asbury University provides tuition waiver for qualified full-time employees and their dependent. Certain waiting periods, enrollment deadlines, and other restrictions do apply. Please contact the Human Resources Office for complete details including tax implications.

## ATS Reciprocal Scholarship

A reciprocal scholarship arrangement with Asbury Theological Seminary is also provided. Policy details and forms are available in the Human Resources Office. Graduate tuition may be considered taxable income.

## Consortium/CCCU Tuition Waiver Exchange Program

A tuition waiver exchange program for children of employees operates through both the Council for Christian Colleges and Universities and the Christian College Consortium. Contact the Provost's Office for details.

## Graduate School Assistance Program

Asbury University recognizes the mutual benefits employees derive from personal and professional growth. This program has been designed to financially assist

administrative and professional employees who show potential for expanded responsibilities or advancement and wish to enroll in a post-baccalaureate program of study. This program is open by application for up to 10 employees at one time.

Contact the Human Resources Office for more details.

## Relocation Expense Reimbursement Policy

Asbury University will reimburse any new Professional, Administrative, Executive, faculty employee up to 1/12 of their gross salary. Reimbursement is not available for Support Staff. These expenses can include actual moving expenses, non-refundable utility hook-ups, non-refundable service deposits, required meal or hotel expenses related to moving or house hunting trips, mileage for automobiles, packaging materials, and services, or other expenses related to moving. Generally moves from the local area are not covered.

These expenses are reimbursed upon presentation of receipts for all expenses to Human Resources. These receipts should be submitted within 90 days of the move. If the employee should voluntarily leave Asbury University before the completion of 3 years, a prorated refund will be due the University equal to 1/3 of the total reimbursement for each year not completed.

Policy details including tax information may be found in the Administrative Policy manual online at: [asbury.edu/offices/business-affairs/administrative-policy-manual](http://asbury.edu/offices/business-affairs/administrative-policy-manual).

## Housing

Some rental housing is available for full-time employees. These include single-family homes, duplex apartments and townhouse apartments. The apartments can be occupied for no more than three years unless special arrangements are made with the Vice President for Business Affairs and Treasurer. Deposits are required before occupancy. Questions may be directed to the Office of Business Affairs. Policy details may be found in the Administrative Policy Manual online at <http://www.asbury.edu/offices/business-affairs/administrative-policy-manual/business-affairs/physical-plant>.

## Xerox Copies

Full-time employees are provided \$10.00 of free Xerox copies per year (July—June). Any personal use of copy equipment over this amount will require immediate cash payment.



# SERVICES



## Athletics

Admission to University intercollegiate athletic events is free to employees and their immediate families. Presentation of valid University ID may be required. Intramural sports activities are also open for employee participation. These activities include a wide variety of sports. Contact the Intramural Coordinator for more detailed information.

## Campus Events

The following events are open to all staff: Art Exhibits, Fall Revival, Holiness Emphasis Week, Artist Series, Faculty

Recitals, Homecoming Activities and Great Commission Congress. Specific dates and further information are listed each year in the Asbury University Calendar.

## Campus Facilities

Various facilities are available for use by employees, their families, and appropriate non-university-related organizations. The facilities include but are not limited to the Luce Center, Hughes Auditorium, and Glide-Crawford Parlor. Consult with relevant employee or department concerning scheduling and applicable fees.

## Cashier's Office

Employees may cash personal checks for up to \$100 per day in the Cashier's Office of the Hager Administration Building. There is also an ATM located on campus.

## Campus Post Office

The Campus Post Office (CPO) is open Monday through Friday. Personal packages and United Parcel Service (UPS) items may be mailed from the CPO for a small fee.

## Eagle Outlet

University employees are entitled to a discount on purchases made in the Eagle Outlet, Asbury's official University store, with the exception of textbooks, candy, and sundry items. Presentation of ID card may be required.

## Credit Union

All University employees are eligible to join the Health Education Federal Credit Union. As a member, the employee will be able to take advantage of low interest loans; VISA and Master Cards; various savings plans; payroll deduction; merchandise discounts; and free travelers checks, money order and notary public service.

## Direct deposit

Employee paychecks are sent by Direct Deposit to the financial institution of choice.

## Fax Services

Fax services are available for both sending and receiving personal faxes. A fee is charged for this service.

## Food Service

There are a variety of places available for eating lunch. These include the University cafeteria, Z.T.'s Bistro, and local restaurants. The Bistro provides a declining balance account for employees. Interested employees should contact Pioneer Food Service at the beginning of each semester. Cost for meals in the Cafeteria and Bistro are discounted for employees upon presentation of a University ID. Some buildings have small kitchen areas and/or microwave ovens for employee use.

## Guest Housing

Campus residence halls may be available for guest housing during the summer immediately following commencement in May. Access is subject to availability and campus conference schedule. Contact Conference Services for rates, arrangements and information.

## Library Privileges

The University makes its library facilities available to employees and families, as well as students. To borrow materials from the library a University ID card must be presented. An inter-library loan service makes resources available from numerous other library facilities.

## Luce Center Membership

The Luce Center is available for use by employees and their immediate families. Immediate family is defined as a family member living at home under age 21 or a spouse. The Luce Center offers state-of-the-art facilities for fitness. In order to use the Center, the employee and their immediate family members must present an appropriate University ID card and agree to the facility rules and regulations.

## Notary Public

Several employees offer free notary public services to Asbury University employees. The Human Resources Office can supply names of notaries upon request.

## Personal Purchases

Some purchasing privileges are available for University employees. It is possible to purchase items from the Physical Plant inventory for personal use. Employees may also be able to purchase computer software at reduced educational rates through Information Technology Services. Interested employees should contact the appropriate departments for more information.

# LEAVES



## Vacation

### Usage of Leave

Having time off is important to everybody. Vacation time is an added benefit of compensation. Employees begin accumulating vacation hours upon hire.

Vacation time may be used at any time, dependent on the workflow in the department and with the approval of the supervisor. Paid leave time must be accrued by the prior pay period in order to be used in the current period.

Upon termination of employment an employee will receive payment of unused vacation time, including remaining carry-over from the previous year if the exit interview is completed and proper notice is given as required. If the employee has used vacation time over the pro-rated amount for the year they are obligated to repay Asbury University for the excess vacation days utilized.

- \* **Exception:** For 9 or 10-month employees, accrued vacation must be used during the 9 or 10-month scheduled work period. It is not permissible to schedule the vacation during any period when the employee is not scheduled to work.

### Accrual of Leave

Support Staff vacation hours are accrued at the rate of 2 hours for each 40 hours worked. No more than 120 hours can be accrued. For those employees with 5 years or more of service to the University, vacation time is accrued at the rate of 3 hours per 40 hours worked. In this case, no more than 176 hours can be accrued. Administrative and Professional employees receive vacation according to the following schedule:

Level	Category	Max. Vacation	Carryover
1	Executive Officers	22 days	10 days
2	Administrators	22 days	5 days
3	Professional	22 days	0 days

Vacation time for Administrative/Professional employees who do not work a full 12-month schedule is prorated also. The proration is based on the percentage of full time work. Administrative and professional employees are required to complete a vacation slip at the end of each month for the Payroll Department indicating the number of vacation days taken during month.

If an employee changes from a professional to an hourly staff position, the number of days accumulated at the time of transfer will be credited to the employee based on the maximum hourly credit.

If an employee changes from an hourly to a professional position, the accrued vacation time must be used by the end of the calendar year following the year in which the change was made.

While administrative/professional vacation time begins at the start of the calendar year for current employees, usage is encouraged on a pro-rated basis. New hires will receive vacation time on a pro-rata basis from their first day of work and are requested to use no more than one-half of their time during their first six months of employment.

## Leaves of Absence

A request for a leave of absence may be made through your supervisor. There are several kinds of leave:

### Funerals

Benefit-eligible employees who suffer a death in their immediate family will be granted three days off with pay to travel and to attend the funeral. Immediate family is considered to be spouse, children, brothers, sisters, parents (including mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law), grandparents and grandchildren. One day off with pay will be allowed to attend the funeral of other family members (i.e. aunts, uncles, and cousins).

### Leave Without Pay

Leaves of absence without pay are discouraged and should be requested only in an emergency. Approval must be obtained from the immediate supervisor and executive officer before the leave is taken.

## Sick Leave

### *Usage of Leave*

All benefit eligible employees are eligible for sick leave. Sick leave is granted for illness, injury, or dental/medical exams. It can be used for care of the employee, their spouse, unmarried children at home, employee's parents (either living in the home or independently), or other relatives living in the household and under the employee's care. For the purposes of this policy, care means the employee is the responsible party for making decisions, providing transportation, or providing actual physical care for the individuals. A doctor's note indicating that the employee is required for a relative's (as defined above) care is required for absences greater than 2 days. Sick leave may

be used for the care of other immediate family members (brothers, sisters, grandparents or grandchildren) only under extreme emergency situations. Pre-approval from an Executive Officer is necessary for such situations.

Sick leave is never to be used for other than illness or doctor visits (ex. vacation, etc.). A physician's statement is required for absences greater than 2 days. The physician's statement should be provided to both the supervisor and to Human Resources. In addition, the University may request, at any time, a doctor's statement to support sick pay. There is no cash payment for unused sick leave either during the time of employment or upon termination. Abuse of these conditions may result in termination of employment.

### *Accrual of Leave*

Support Staff sick leave is based on the number of hours worked from the date hired. Employees with less than 5 years of service earn 2 hours per 40 hours worked. This increases to 3 hours per 40 hours worked for employees with 5 years or more of service to the University. Sick leave may accumulate from one year to the next; however, maximum accrual is 520 hours. Paid leave must be accrued in the prior pay period to be used in the current period.

Administrative and Professional employees should report sick leave usage monthly. These employees receive the following sick-leave allowance:

Level	Category	Sick-leave	After 5 Years
1	Executive Officers	6 months	6 months
2	Administrators	4 months	6 months
3	Professional	4 months	6 months

All sick time is considered as "short-term disability" to serve as income protection during the waiting periods for the long-term disability plan. Therefore, employees are encouraged to accumulate sick leave in case of an extended illness or injury. All maximum accumulations relate to the expected waiting periods for that plan.

## Maternity Leave

Asbury University offers maternity leave of up to 12 weeks from the day the baby is born. Maternity leave is considered Family and Medical Leave and is subject to the requirements of the FMLA. This leave is available if the employee intends to continue employment following the leave. Maternity leave will then be treated as a sick leave situation. For benefit-eligible employees, Asbury University will provide 2 weeks of paid leave after which the employee will utilize accumulated sick and vacation



time during the twelve weeks. When length of leave exceeds the accumulations, the remainder of the leave will be taken without pay.

As soon as reasonably possible and in no less than 30 days prior to commencement of maternity leave, the employee should notify her supervisor of maternity leave plans. Together they can arrange any changes in the work schedule, as approved by a physician. By the eighth month, the employee should let the supervisor know in writing whether or not she intends to return to work. A copy of this letter should be sent to the Human Resources Office.

The employee has the right to return to University employment in an equivalent position at an equivalent rate of pay at the discretion of the University. If the employee does not intend to return to work their employment will be considered terminated.

## Adoption Leave

Asbury University offers adoption leave of up to 12 weeks to a benefit eligible employee who is the parent of a newly adopted child. Adoption leave is considered Family and Medical Leave and is subject to the requirements of the FMLA. For benefit-eligible employees, Asbury University will provide 2 weeks of the leave as paid time. After those two weeks employees will use accrued vacation time. If both parents are employed by Asbury University, only one parent qualifies for 2 weeks of paid leave.

## Jury Duty

If a full-time employee is called to serve on a jury, Asbury University will pay regular salary to protect the employee from losing income for the time served. However, if the employee is a part-time employee, the University will provide compensation only for those days and hours that the employee would have normally worked according to the employee's regular schedule.

## National Guard and Reserve Leave

Full-time employees of Asbury University are allowed to participate in National Guard and Reserve programs. Employees that participate in such programs will be granted unpaid leaves of absence for training, exclusive of earned vacation time. In addition, the employees' jobs and career opportunities will not be limited or reduced because of their service in the National Guard or Reserve.

## Emergency Response Personnel Leave

Employees who are considered firefighters, rescue squad, EMT, peace officer or a member of a emergency management agency are able to respond to emergency situations as allowed by law. Employees responding to emergencies while scheduled to be at work are considered off the clock and will not be paid for the time used responding. Employees are expected to clock out if possible when responding to an emergency situation. If it is not possible to clock out, the employee's time used in emergency response needs to be indicated on the time card.

## Family Medical Leave

In accordance with the Family and Medical Leave Act of 1993 (FMLA) and other applicable law, Asbury University grants eligible employees up to 12 weeks of FMLA leave during any 12-month period, and up to 26 weeks of leave in any 12-month period for military caregiver leave (defined on next page).

### Eligibility

To qualify for FMLA leave, an employee must: (1) have worked for Asbury University for at least 12 months, though it need not be consecutive; (2) have worked at least 1,250 hours in the 12 month-period immediately preceding the date when leave is to commence; and (3) be employed at a location where 50 or more employees are employed by the employer within 75 miles of that location.

### Leave Entitlement

An eligible employee may take up to 12 weeks of FMLA leave in a 12-month period, which is measured using a "rolling" method as defined below, for any of the following reasons:

- the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
- the placement of a child for adoption or foster care and in order to care for the newly placed child (leave to be completed within one year of the child's placement);
- to care for a spouse, child or parent with a serious health condition;
- to care for the employee's own serious health condition, which renders the employee unable to perform the functions of the employee's job; or

- a qualifying exigency of a spouse, son, daughter or parent who is a covered military member on covered active duty or called to covered active duty (referred to as qualifying exigency leave).

An eligible employee may take up to 26 weeks of FMLA leave in a single 12-month period to care for a family member who is a covered military member and who has experienced a serious injury or illness related to active duty service (known as military caregiver leave).

Complete policy details may be found on the Human Resources website or by contacting the HR office.

## Military Leave of Absence

### *Background*

Asbury University recognizes that military services are essential for the strength and protection of our nation and liberty. The University, through its policies and procedures, recognizes and supports employees who serve in the US military.

### *Eligibility*

All regular full-time, part-time and probationary employees are eligible for military service leave if they are absent from work because of eligible military service. For purposes of this policy, eligible military service means certain types of service (listed below) in the following branches of the US military:

- Armed Forces (Army, Navy, Air Force, Marine Corps and Coast Guard), including the Reserves.
- National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training or full-time National Guard duty.
- Commissioned Corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or national emergency.

Eligible employees may take leave under this policy for the following types of military service:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.

- Funeral honors duty performed by National Guard or Reserve members.
- Submitting to an examination to determine the employee's fitness for any of these services.
- Service as an intermittent disaster response appointee of the National Disaster Medical System when the employee is activated under federal authority or attending authorized training in support of a federal mission.

Complete policy details may be found on the Human Resources website or by contacting the HR office.

## Holidays

Asbury University honors eight paid holidays which include the following: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

As the calendar permits, additional time off may be arranged at the Thanksgiving and Christmas holiday each year. The exact schedule is announced by the Human Resources Office.

All benefit-eligible employees are eligible for holiday pay. If the benefit eligible employee's shift does not fall on the holiday, appropriate holiday time will be awarded based on the hours worked.

Employees who are required to work during a regularly scheduled holiday for the institution will be allowed to take off at a later date the corresponding amount of holiday time lost. Please contact the Human Resources Office for the specifics of this policy. Spring and Fall breaks are considered work days for non-faculty. Vacation time may be used during these days.

# RETIREMENT

## Definition of Retiree

A retiree is a former employee of Asbury University who has attained age 62 and has completed 15 years of full-time service at the time of retirement.

## Retirement Recognition

Asbury University honors retiring employees for faithful service. A retirement gift is given by the institution based on years of service. Specific guidelines have been established which are based on years of employment. Each retiree is officially recognized by the institution at the

Employee Appreciation/Christmas Banquet and Faculty Banquet (for faculty).

## Retiree Identification Card/E-Mail

Identification cards are available for retirees and their spouses who meet the retirement definition previously stated. The card entitles retired employees to library privileges, Luce Center membership, and discounts in the bookstore, athletic events, and to certain campus events. Retirees may be eligible for University e-mail. If access is granted, retirees will be subject to the University's technology usage policy.



# SAFETY & HEALTH

## Safety

It is expected that all employees on Asbury's campus will strive to use good judgment and safety precautions to help prevent accident and injury. Accidents, which are work related, not only cost the individual distress and pain associated with the injury but also raise the cost of insurance rates since rates are directly related to the cost of claims. Since Asbury University is concerned with the safety of our employees, it is expected that supervisory personnel will do all possible to comply with safety standards and encourage their employees to do so. Failure to comply with a direct order in connection with the wearing of safety apparel or actions relative to safety will be considered insubordination.

It is vitally important that the employee develop a safety ethic and learn the habits of using safety equipment when necessary for protection from dangers. It takes a cooperative team effort for the University campus to be safe—from straightening a rug in a hallway to keeping fingers out of the paper cutter. Safety is everyone's responsibility, and the University asks that the employee be very conscious of safety on the campus.

For the safety of employees and students, it is expected that employees report safety sensitive activities, treatments, or restrictions that arise.

## Accident Reporting

### *Work Related Accidents*

If a work related accident occurs, there is provision for coverage under worker's compensation insurance. The University pays the entire cost of this insurance, and its purpose is to provide for payment of medical and/or disability costs for employees injured on the job. To make sure coverage is available, an employee must notify the supervisor immediately upon an accident. A report form will be completed and signed by the supervisor and submitted to the Human Resources Office. The accident will then be reported to the worker's compensation carrier so that the appropriate treatment can be administered. If an employee does not follow these guidelines, the employee may be responsible to pay for any treatment received.



### *Non-Work Related Accidents*

All accidents that occur on campus should be reported to the employee's immediate supervisor whether they are work related or not. Completion of an accident report form is necessary for both appropriate review and follow-up of an accident. A completed accident report form should be forwarded to the Human Resources Office as quickly as possible. This will allow the Safety Committee to review the accident and determine any corrective measures that may be necessary.



## Bloodborne Pathogens

Asbury University is committed to providing a safe and healthful working environment for all students and employees. The University has developed an Exposure Control Plan for protecting employees against bloodborne pathogens. This plan is available for review in the Office of Human Resources and Risk Management. The plan focuses on the implementation of universal precautions that prevent exposure to infectious material that may contain Hepatitis B Virus (HBV) or Human Immunodeficiency Virus (HIV).

While all employees with occupational exposure have been identified, trained, and offered vaccination against HBV, any employee could potentially become exposed to materials that may be infectious. To minimize this risk each employee must adhere to the following guidelines:

If you are exposed to blood or blood derived body fluids, you must proceed as follows:

- Contact the Clinic whenever a first aid procedure is involved.
- Conduct the prescribed contamination procedures if you voluntarily administered first aid. These are as follows:
  1. Remove, decontaminate, and/or dispose of clothing.
  2. Wash contaminated skin thoroughly with soap and water.
  3. Submit to a post-exposure evaluation & follow-up by Human Resources.
- Isolate any area where there is an incident involving blood exposure until it has been decontaminated by the clinic staff or custodial services.
- Check content of disinfectant to determine its ability to destroy bloodborne pathogens.
- Thoroughly clean all blood-soiled floors and walls with a disinfectant prior to permitting public access.
- Decontaminate blood-soiled equipment before reuse.

## Emergency Communications/Response

### Fires

If a fire alarm sounds in the building that the employee is working in, the employee should proceed in an orderly fashion to the nearest exit. Exit routes are posted in every building. Please refrain from the use of elevators as a

means of exit; use stairs and doors only.

Once outside the building, please move at least 50 feet from the building to an area that is clear of all fire hydrants.

Contact switchboard immediately of the incident. An operator will process any phone calls to local officials as necessary.

Open flames, such as candles and burning incense, are not permitted in any building on campus. Space Heaters are also prohibited.

### Hazard Communication

Upon beginning employment at Asbury University the employee will receive training concerning Hazard Communication and any chemical hazards that exist in the employee's work area. This training will be done during the orientation program.

MSDS (Material Safety Data Sheets) exist for all chemicals in each employee's work area. These sheets are housed in the employee's work area, Physical Plant, chemistry laboratories, cleaning closets, and the switchboard. If an employee is exposed to a chemical and is unaware of its properties, the employee may refer to these sheets for cautions, treatments, and other important information. The employee may refer to these sheets at any point during employment at Asbury University.

### Safety Committee

It is the policy of Asbury University to provide a safe workplace and protect the health of our employees. To help accomplish this, a campus safety committee has been established. Its purpose is to promote safety and health in the workplace.

The committee shall meet at least once a month during the academic year. Minutes will be taken at all Committee meetings and distributed to members and retained for future use.

The responsibilities of the Committee shall include the following:

1. Create, review, update, and implement areas of the safety manual and other safety programs.
2. Review all accidents and losses.
3. Follow-up on employee suggestions.
4. Conduct OSHA and self-inspections and monitor safe behavior.

5. Implement worker's comp carrier loss prevention recommendations and safety programs.
6. Non-safety issues can be addressed: production, process, quality, etc.

### *Safety Training*

During employment the employee will receive periodic safety training. This training will be either through formal lecture, videotape series or through information circulation of employee newsletters and memos.

If at any point an employee identifies training needs or has suggestions for training programs, please alert the immediate supervisor or the Human Resources Office.

### *Tornado Alarms*

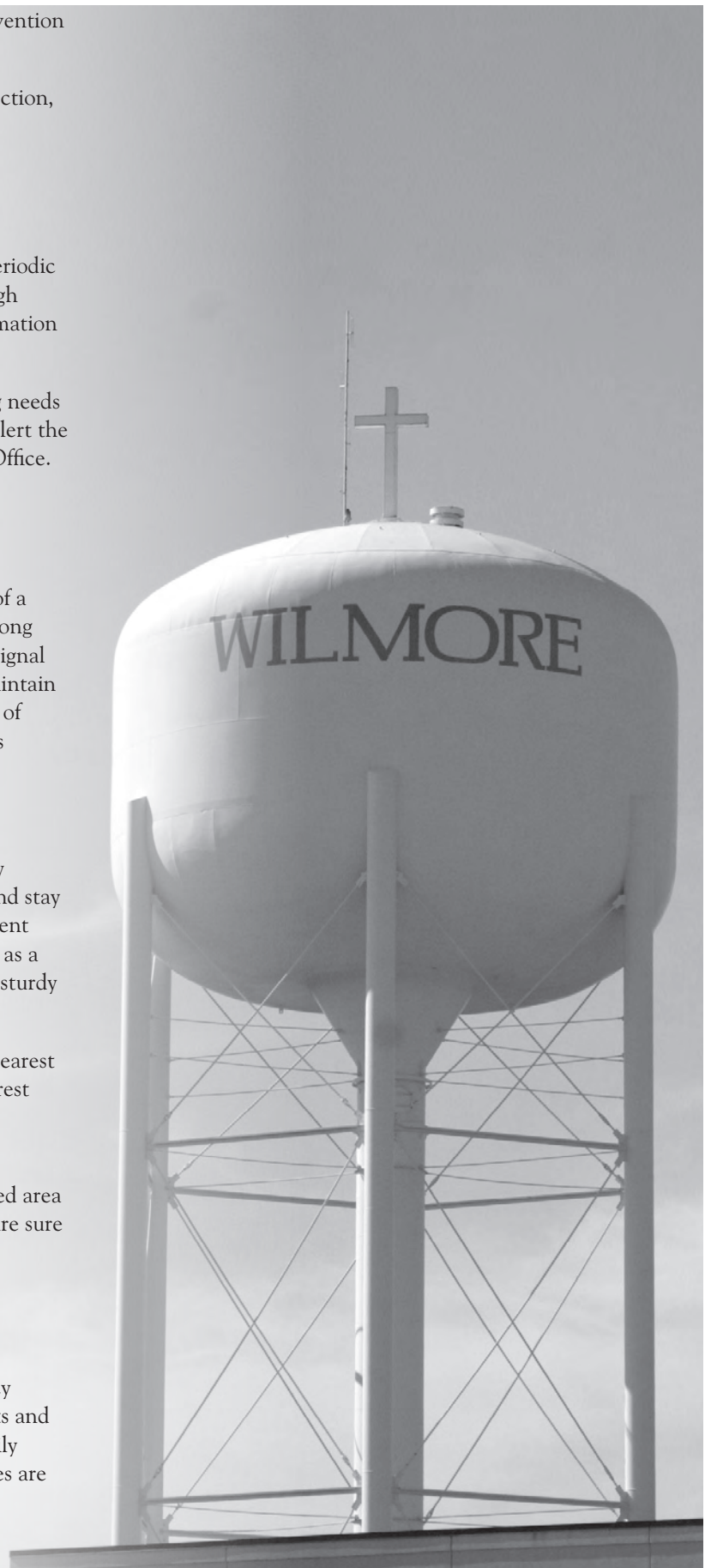
The severe weather siren will sound in the case of a tornado drill or warning. The siren will sound a long sustained pitch as if it is "stuck" on a note. The signal goes up to the highest pitch and continues to maintain that pitch for two or three minutes. In the event of hearing the tornado siren, follow these directions quickly and calmly:

1. Keep away from windows.
2. If you are in a building, quickly and calmly proceed to the basement or lowest level and stay near the center of the building. If a basement is not available a small interior room such as a closet or bathroom is preferable, or under sturdy furniture.
3. If you are outdoors, quickly move to the nearest building for shelter or lie down in the nearest ditch or depression if no better shelter is available.

Everyone should remain in his or her protected area until the "All Clear" signal is given or until you are sure the tornado is past.

### *Emergency Texting System*

Asbury University maintains a campus emergency response plan to provide for the safety of students and employees. Emergency communication is primarily through the emergency texting system. Employees are given the option to enroll upon hire.



# POLICIES & STANDARDS

## Alternative Work Assignments

Asbury University is committed to residential education. As a part of that philosophy it is our expectation that all positions will have work responsibilities that are primarily located on campus. Faculty and Administrative Staff have the option to perform work functions after hours, outside of their regular office time, or away from the office. Any permanent change in schedule of work location for salaried employees must be pre-approved through this policy. It is our expectation that alternative work assignments for Support Staff will be limited to special situations where an employee is temporarily unable, because of unusual circumstances, to perform their job duties on site. For more information regarding this policy and approval procedures, please refer to the Administrative Policy Manual.

## Americans with Disabilities Act

Asbury University does not discriminate in the interviewing, hiring, or promotion of individuals on the basis of disability. We are committed to compliance with the Americans with Disabilities Act of 1990 and its related section 504 of the Rehabilitation Act of 1973. We shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their job.

The Human Resources and Risk Management Office will work with all employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. It will maintain records of such requests and accommodations in a confidential manner. All requests for accommodations should be made in writing to the Human Resources and Risk Management Office.

## Attendance

The University team is incomplete without each employee; thus the University naturally expects each employee to be here when scheduled to work. The University does not expect the employee to come in if there is illness, but the University does expect the employee to telephone the department prior to the beginning of the shift to let the

supervisor know as soon as possible that the employee will not be coming in.

If an employee does not report to work for three consecutive days without notification, automatic termination will result.

## Benefits for Returning Employees

If an employee terminates employment with Asbury University and later returns to work, previous years of service will count toward determining eligibility for various benefits (retirement, vacation, sick leave, tuition waiver, etc.) and accumulated institutional benefits (such as accumulated sick leave) will be restarted at zero at the time of rehire.

## Children in the Workplace

Children of employees are normally not present at the workplace (i.e., office, classroom, shop, etc.) during an employee's work hours or when the University is in normal operations. Emergency and occasional visits are permitted with approval from the supervisor. These visits must not be frequent or for an extended period of time when the employee is on duty. If a child is present, it is the employee's responsibility to see that the child is appropriately supervised, does not interfere with anyone's work, and is not disruptive. It is inappropriate for children to be in the workplace in lieu of regular childcare arrangements.

## COBRA

On April 7, 1986, a Federal law was enacted [Public Law 99-272, Title X] requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. The employee has a right to choose this continuation coverage if they lose group health coverage because of a reduction in hours of employment or the termination of employment (for reasons other than gross misconduct on the employee's part).

As the spouse of a covered employee in Asbury

University's group health medical plan, they have the right to choose continuation coverage if they lose group health coverage for any of the following four reasons:

1. The death of a spouse;
2. A termination of spouse's employment (for reasons other than gross misconduct) or reduction in spouse's hours of employment;
3. Divorce or legal separation from spouse; or
4. Spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the group health plan, he or she has the right to continuation coverage if group health plan is lost for any of the following five reasons:

1. The death of a parent;
2. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Asbury University;
3. Parent's divorce or legal separation;
4. A parent becomes eligible for Medicare; or
5. The dependent ceases to be a "dependent child" under the health plan.

Under the law, the employee has at least 60 days from the date they would lose coverage because of one of the events described above to inform the University plan administrator that the employee wants continuation coverage. If the employee does not choose continuation coverage, the group health insurance coverage will end.

If the employee chooses continuation coverage, Asbury University is required to offer the employee coverage that is identical to the coverage provided under the plan available to similarly situated employees or family members. The law requires that the employee be afforded the opportunity to maintain continuation coverage for 3 years unless the employee lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. However, the law also provided that continuation coverage may be terminated for any of the following five reasons:

1. Asbury University no longer provides group health coverage to any of its employees;
2. The premium for continuation coverage is not paid;
3. The employee becomes an employee covered under

another group health plan;

4. The employee becomes eligible for Medicare;
5. The employee was divorced from a covered employee and subsequently remarries and is covered under the new spouse's group health plan.

Current law will also allow for extension of coverage in the event a COBRA-covered individual becomes disabled as determined by the Social Security Administration on the date of certain COBRA events. This disability finding may entitle the covered person to extension of coverage from 18 to 29 months.

The employee does not have to show that they are insurable to choose continuation coverage. However, under the new law, the employee may have to pay all or part of the premium for your continuation coverage. The law also says that at the end of an 18, 29 or 36-month continuation coverage period, they must be allowed to enroll in an individual conversion health plan. The employee may direct questions concerning this law to the Human Resources Office. At the time of termination, employees receive a copy of the details of the regulations.

## Communications

From time to time, the Human Resources Office will post pertinent information on various bulletin boards located on campus such as the Physical Plant and in the copy room of the Administration Building. Various policy information is also available from the Administrative Policy Manual, Asbury University Safety Program Manual, and Emergency Response Manual. A majority of the information distributed by Human Resources will be sent by e-mail.

## Concealed Weapons

To the extent permitted by law, it is the policy of Asbury University to prohibit employees from carrying concealed deadly weapons on the property of Asbury University. Any person carrying such weapons may be subject to removal from the premises and further disciplinary action including termination.

## Confidentiality Policies

Because Asbury University deals with substantial personal information, every employee holds a position of trust. All phases of work involve information that should be regarded as confidential. Discussion relating



to records, reports, and correspondence which cross an employee's desk is to be strictly limited to co-workers who are directly involved in that particular affair on a "need to know" basis. Uncompromising confidentiality gives evidence of mature judgment and loyalty to fellow workers, supervisors, and Asbury University. When there is a question about the appropriateness of releasing specific information, employees should consult with their immediate supervisor or department head.

## Conflict of Interest Policy

Asbury University, as a ministry initiated and sustained by God, has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes commitment to operate with the highest level of integrity and to avoid conflicts of interest. Potential conflicts of interest can arise in a variety of ways and can involve board members, officers, administrators or other employees. Therefore, it is very important that all employees be aware that potential or apparent conflicts of interest that may arise from involvement in certain activities. For a list of those activities and complete policy details please see the Administrative Policy Manual on the Business Affairs website.

## Drug Free Schools and Communities Act

Asbury University, in compliance with a federal law, has made a commitment to the following:

Institutional Policy Statement for Employees of Asbury University—Asbury University will provide the policy statement through the staff, faculty and administrative handbooks. Orientation programs and any faculty and employee meetings will promulgate this policy. The policy of Asbury University will be consistent with federal, state, and local laws and in relationship to our constitutionally based right to freedom of religion.

The policy of Asbury University excludes no individual: officer, administrator, professional, staff, faculty member or any group meeting on Asbury University's campus including alumni, friends, or visitors.

No event shall occur on or about the campus property of Asbury University that shall conflict with the policy of Asbury University concerning alcohol and drug abuse.

Asbury University is committed to the education of faculty and staff regarding alcohol and drug use and the consequences to the status of faculty and staff.

Standard of Conduct—Alcohol and Drug Abuse—

Asbury University has a long-standing policy of more than one hundred years forbidding the possession, use, or distribution of illicit drugs and alcohol by employees on its property or as part of any of its activities. This policy emanates from the institution's evangelical Christian heritage. Any employee—staff, faculty, administrator, or officer who is known to use, possess, distribute or promote in any way the use, possession, or distribution of illicit and illegal drugs or alcohol will be subject to immediate termination.

If, upon a case-by-case evaluation and individual assessment, an officer, employee, or faculty member should be known to abuse a prescription drug without intent, Asbury University may refer to the University Clinic for review and outside assistance if the problem exceeds the capacity of the University. This is in no way meant to be interpreted as a commitment by Asbury University to retain any individual in the employ of Asbury University who exhibits such behavior. Determination will be the prerogative of the administration. Asbury University requires any employee, faculty or staff, to report immediately, and in no case later than five days, any conviction under criminal drug statute.

If an employee should believe that an injustice has been done concerning a decision based on these policies, that person would have the right to appeal through the appropriate vice president of Asbury University.

## Extreme Weather Conditions

When Asbury University is delayed or closed due to extreme weather conditions, an announcement is made through local television stations, the university website and campus emergency texting. Employees may watch for such an announcement or contact the University switchboard for closing information.

It is expected that essential employees will attempt to come to work on closed days. Essential employees are defined as Physical Plant, switchboard, and security staff. An Executive Officer does have the authority to declare certain employees essential depending on the current scheduling situation (e.g., the Registrar's Office on registration day). Any essential support staff that report to work on a closed day will be paid regular pay for both the hours they work and the closed day. Non-essential employees will be paid for the closed day or delayed hours if scheduled to work.

If employees are absent due to extreme weather conditions when the institution remains open, they must take vacation time, leave without pay, or make up, within the pay week, work time missed.

## Graphic Standards Guide

Graphic standards for the Asbury University brand in print and digital media may be found at [asbury.edu/identity](https://www.asbury.edu/identity). Here, staff and faculty can download official University logos, read where to order name badges and other official stationary and download the Graphic Standards Guide, published by the Office of Marketing and Communications.

## Grievance Policy

Asbury University recognizes that any time people work together closely conflict may arise. As such, the University recognizes an employee's right to express grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy that might arise between the institution and its employees.

If an employee has a problem that is affecting job performance, the employee first needs to discuss the problem with the direct supervisor. In a reasonable amount of time (5 working days suggested) the supervisor should give a reply to your problem.

If the employee does not receive a satisfactory reply to the problem, the employee may present, in writing, the problem or the complaint to the Department Chair or Administrator. If the problem or complaint regards pay and/or job classification, the employee should direct the correspondence to the Vice President for Business Affairs and Treasurer.

Within a reasonable time, not more than thirty days, the employee will receive a reply from the Department Chair, Administrator, or Executive Officer contacted.

If the problem or concern cannot be satisfied at this level, then the employee may direct their concern to the President of the University, in writing.

At any time during this process, the Human Resources Office will serve as an objective advisor to the employee. This procedure is not necessarily a pre-requisite for termination. Termination can be immediate depending on the offense and employment. Employment is at will.

Asbury University does not condone or permit retaliation of employees who file a complaint.

## HIPPA

Asbury University Notice of Privacy Practices in its entirety is available upon request from the Human

Resources Office. The policy is also distributed at the new employee's benefits orientation. The policy gives a description of how employee health information may be used or disclosed. The Notice explains employee rights regarding personal health information, including the right to access employee records and the right to request restriction as to how the employee's health information is used or disclosed. It is the responsibility of the employee to notify Asbury University regarding any restrictions on disclosing the employee's health information.

## Leave Transfer Policy

When an employee exhausts both their sick and vacation leaves due to personal sickness, other employees may, at their sole discretion, transfer their vacation time to the affected employee to be used as sick time or vacation time. The employee offering the vacation time must authorize such transfers in writing to the Payroll Office. Sick leave may not be transferred between employees.

## Outside Employment (Moonlighting)

To insure the best and most efficient teamwork, the University asks that the employee not accept regular employment elsewhere in addition to the employee's work at the University. Any exceptions must be approved in advance by the executive officer of the area of the University in which the employee is employed. Other outside activities that may affect the employee's performance of job duties should be reported to the immediate supervisor.

## Personal Appearance

All members of the Asbury family contribute to the image of the University. At times the employee may be the first and only contact the University has with visitors or professional persons. It is very important to observe good taste in dress and personal appearance and to promote a professional image worthy of an academic institution with distinctly Christian standards.

The campus dress code represents a concern for modesty, neatness, and appropriateness. Historically, employees at Asbury University have dressed according to a high standard that demonstrated professionalism. The following Biblical principles apply to the area of dress:

- A desire to glorify God.
- Responsibility to fellow believers.
- Respect for others that includes a sensitivity not to offend.

- Personal standards appropriate to one's being a new creation.

Some specific guidelines for dress in the office environment are as follows:

### ***Business Professional Dress***

Business Professional Dress is expected during the regular workweek and where appropriate when representing the institution. As appropriate, individual departments may request employees to dress in a prescribed form of Business Professional Dress. Business casual dress clothes are permitted only on designated days. All employees are expected to dress modestly and neatly at all times, with hair clean, neat and well styled. Unkempt hair or body rings are not considered appropriate for the office. Long hair and earrings for men is not considered acceptable attire.

**Men:** Appropriate office attire consists of a dress shirt, tie and slacks. Wearing of extreme style and form fitting clothing is not considered to enhance a professional appearance. Shorts, jeans or other casual attire are not acceptable for work. A coordinating suit or sport coat is recommended when representing the institution in an official capacity.

**Women:** Appropriate office attire consists of skirts, blouses, dresses, sweaters, dress slacks and appropriate shoes. Business jackets may be preferred depending on the position. Wearing of extreme style, low-cut dresses and tops, indiscreet slit skirts, sheer blouses and form fitting clothing are not considered to enhance a professional appearance. Short skirt lengths or sundresses without a jacket or blouse are not acceptable. Shorts, culottes, jeans or other casual attire are not acceptable for work.

It is important to remember that all business contacts on behalf of the institution should be conducted with the highest professional standards in a dignified manner. Personal appearance can often set the tone.

### ***Business Casual Dress***

Business casual dress is permitted during the winter on Fridays as well as spring and summer breaks. While the business casual dress code is more relaxed than normal business attire, attention should be given to clothing so that its appearance is neither sloppy nor unkempt. Business casual clothing should look coordinated and appropriate for business relationships. It should also be loose fitting, sharp, clean, pressed and in good condition.

**Men:** Cotton/Khaki Pants, Blazers, Shirts without ties, Polo Shirts, Sweaters/Cardigans, Pullovers/Vests, Shirts with Collars, Turtle neck/mock turtle neck

**Women:** Slacks, Cardigans/Blazers, Denim Skirts, Polo Shirts, Sweaters/Cardigans, Pullovers/Vests, Shirts with Collars, Turtle neck/mock turtle neck

### ***Inappropriate Business Casual Attire***

Tattered/torn clothes, Spandex/Leggings, Jogging Suits, Tank/Crop tops, Pocket and screen-printed t-shirts. T-shirts intended as undershirts, Jeans, Cut-offs/Shorts/Skorts, "Grunge Look," Sweatshirts, Flip-Flops, Sneakers/Tennis Shoes, or Mini Skirts.

Employees should adhere to a Business Professional dress code when representing the University or their department in meetings or appointments, or when appropriate casual attire is unavailable.

**Service and Maintenance Appearance:** All employees are expected to dress modestly and neatly at all times, with hair clean, neat and well styled. Unkempt hair or body rings are not considered appropriate. Long hair and earrings for men is not considered acceptable attire. Maintenance and custodial employees should wear attire that is appropriate for the nature of the work being performed. Blue jeans or other work pants with a shirt are appropriate. T-shirts with screen-printing and other messages are not acceptable. All shirts must be either short or long sleeved. No sleeveless shirts are permitted. Grounds crew may wear knee-length walking shorts during the summer.

## **Personal Finances of Employees**

It is the policy of Asbury University to require employees to meet and discharge their financial obligations in a timely manner, specifically as it relates to their Christian testimony and/or standing in the community.

Employees should manage their personal finances so that they do not adversely impact job performance or the University's reputation and image in the community. The failure of employees to meet financial obligations may impose an administrative and financial burden on the University in terms of extra bookkeeping and the need to respond to and comply with court processes.

No employee will be terminated because his/her earnings have been subjected to garnishment for one indebtedness. However, repeated garnishments may result in disciplinary action up to and including termination, depending on the circumstances.

Asbury University will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy (The Amendments of 1984 - Public Law 98.853, Title III, July 10, 1984).

Employee financial information will be handled in the strictest of confidence. No verification relative to finances will be given out over the telephone or by letter without express written permission of the employee.

## Relationships: Employee/Student

Asbury University is committed to creating an atmosphere of mutual trust and respect in which all members of the community can work together freely to accomplish the mission of the University. All employees must recognize that our mission is to educate and serve students in a spirit as expressed in the Handbook for Community Life.

In light of this commitment, dating or amorous relationships between employees and students are considered to be inappropriate and are strongly discouraged. The University acknowledges, however, that such relationships may develop. In such instances, the employee is expected to promptly notify their immediate supervisor about the relationship. It will be the responsibility of the supervisor to advise the Provost or appropriate Vice President of the circumstances. A careful review will take place before a course of action is recommended or taken. With the interest of all parties in mind, the University will determine how to deal with each situation on a case-by-case basis. The resolution to a case may involve employee discipline including a change in the employment position or in the termination of the employee. A decision to terminate an employee in such an instance must be reviewed by the President. Employees dating students to whom they give instruction, either in a classroom or work setting, is not permitted.

## Sexual Harassment Policy

Asbury University is committed to providing an environment free of unlawful discrimination or harassment. Asbury University does not condone harassment or discrimination on the basis of race, color, gender, age, national or ethnic origin, and disability.

Sexual harassment by or toward any member of the Asbury University community, whether student or employee, is prohibited by law and will not be tolerated. Individuals who fail to comply with this policy will be subject to disciplinary action up to and including dismissal (student) and termination (employee).

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or verbal, visual, or physical conduct or written communications of an intimidating, hostile, or offensive nature; or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

1. Submission to such conduct is made a term or condition of person's employment or academic progress; or
2. Submission to or rejection of such conduct by a person is used as a basis for academic or employment decisions affecting the person; or
3. Such conduct has the purpose or effect of substantially interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Sexual harassment includes, but is not limited to, unwelcome verbal, visual, or physical behaviors. These behaviors may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, pinching, physical abuse or sexual assault. The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship. Individuals should be aware that comments or conduct that one person finds merely amusing may offend or upset another person.

### *What to Do if You Believe Sexual Harassment has Occurred*

Any person who believes that he/she has been the recipient of, or witness to, harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to institutional complaint coordinators listed below and, if they so desire, to the local law enforcement authorities. If a student is more comfortable reporting the incident to a residence director, associate dean, or faculty member, he/she is encouraged to do so immediately and then that person should inform the appropriate complaint coordinator.

**Complaints against Asbury University students:**  
VP for Student Development, x2116

**Complaints against Asbury University faculty:**  
Provost, x2500

**Complaints against Asbury University staff or vendor:**  
VP for Business Affairs, x2106



## Resolution Process

Complaints about sexual harassment will be responded to promptly, thoroughly, and equitably as the law requires. The right to confidentiality of all members of the University community will be respected insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment.

### Formal Complaint Process:

- The complaint coordinator will request that the person provide a detailed written complaint which describes the circumstances and facts, including witnesses, surrounding the complaint.
- The complaint coordinator will take appropriate steps to attempt to ensure that no further contact occurs between the complainant and the accused.
- Upon receiving a written formal complaint, the complaint coordinator will convene a three-member committee. Both genders must be represented on the committee. A committee investigating a complaint against a student will include a student representative.
- The committee will appoint one of its members to assist the complaint coordinator in conducting an investigation in a manner appropriate under the circumstances.
- After a timely and thorough investigation is completed, the committee will review the results and determine whether the complaint has merit. If the complaint is without merit the accused will be promptly notified of such determination. If the complaint is determined to have merit, the committee will recommend appropriate disciplinary action to the complaint coordinator. The complaint coordinator will then determine the disciplinary action to be imposed and promptly advise the accused of such decision. Such disciplinary action may range from a formal written reprimand to dismissal or termination.
- The accused individual has the right to appeal the disciplinary action imposed by following the appropriate appeals process provided by the institution. (see Grievance Procedure)
- The individual who brings the complaint will be informed of the outcome of the complaint to the degree permitted by law.

Retaliation for reporting Sexual Harassment is prohibited.

## Social Media

Asbury University connects with thousands of prospective students, current students, faculty, staff, alumni and friends via social media. Please visit [asbury.edu/socialmedia](http://asbury.edu/socialmedia) to connect with us, follow us and download the latest update of our official University social media policy.

## Solicitation

Asbury University prohibits direct solicitation of products or services to its employees or students during working hours. The application of this policy means office-to-office solicitation, by employees or outside vendors, is not allowed. This restriction also pertains to room-to-room solicitation within the dormitories.

Posting of sale announcements is permitted in designated areas only. These include bulletin boards in the CPO and Administration/Reasoner Building copy rooms. Employees may display items or catalogues in their work areas and allow others to inquire but may not directly solicit other employees. Other use of university e-mail for direct solicitations or sale announcements is prohibited.

Asbury also prohibits the sale of products to the University by members of the administration, faculty, or staff. In addition, students may not be used for sales in business conducted by administration, faculty, or staff members.

## Technology Usage Policy

### General Information

Asbury University provides and maintains the campus data communications networks and information technology services for all employees and students. This system of networks and services includes, but is not limited to e-mail, file servers, administrative systems, web services, and the Internet. This Memorandum of Understanding outlines how employees and students may access the data networks, systems, and services and how they should be used.

The University reserves the right to and does monitor and limit the use of its computing and network facilities through procedures which are consistent with its mission and the role that computers and data networks are intended to play within that mission. It is our fervent hope that each person who uses the data communications systems will do so in a way that will honor Christ and His Kingdom.

### Personal Use of the Internet and E-mail

The Internet and Electronic Mail are available for Faculty, Staff and Students to use for both university and personal

activities. The university reserves the right to and does monitor the network and services in order to manage and maintain those systems. It is also necessary to and does monitor network use to enforce usage policies. Priority for the limited technology resources will be given to the academic work and business needs of the university. Excessive use of e-mail or network bandwidth, as defined by disproportionately high use, is not permitted and may result in network access being limited or cut off for a period of time.

### *Usage of Other Information Systems*

With account privileges on Asbury University's Information system, you will have access to many other information systems, through its Internet connection. Be advised that some information systems to which you will have access may contain material which is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal. The University does not condone the use of such materials and does not permit usage of such materials in the University's own information environment. Employees or students who knowingly bring such materials into the University's information environment will be subject to the same disciplinary policies that apply in other campus situations. Electronic forums do not constitute a separate universe of discourse, governed by a separate ethic, but must be approached under the same set of moral and ethical guidelines that govern other means of discourse at the University.

### *On-line Conduct*

Your account and access to the University's information systems is for employee or student use only. This means that the University does not authorize you to grant others the use of your university-provided accounts. Staff and Faculty must notify the Information Technology Services Help Desk before installing any software on university-owned equipment. Information Technology Services employees maintain Staff and Faculty computer equipment along with all lab computer equipment.

Only public domain software, or software for which the owner has given express consent for on-line distribution, may be transferred to or stored on the University's Information systems. Any software whose purpose is to damage or interfere with use of the system by others is prohibited. The University reserves the right to monitor and terminate the account of anyone found to be in violation of this policy.

Copyrighted material must not be placed on the University's servers or shared on the university network without the author's permission. Only the author(s) or

persons they specifically authorize may upload copyrighted material to the University's Information systems.

You may upload public domain programs or information using the University's Information systems. Please verify that your program or other material is in the public domain.

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the University's Information Systems, you should notify the Information Technology Services department, or send e-mail to [helpdesk@asbury.edu](mailto:helpdesk@asbury.edu). You should not demonstrate the problem to others.

Using or attempting to use software, hardware, or any methods to circumvent or disable any form of security, monitoring, metering, or university measures used to manage, monitor, or control networks, servers, printers, computers, and the Internet (firewall security and content filtering) are not permitted and may result in disciplinary action.

Excessive use of information technology resources, including but not limited to campus network bandwidth, server capacity, Internet bandwidth, and e-mail is not permitted. If any one computer or person causes a disruption to the network or servers then Information Technology Services may disable the network connection to that single computer or the person's network account so the rest of the campus can continue normal data services. Once the problem has been resolved, the computer connection to the network or person's account can be restored.

Upon termination of your account with Asbury University's Information Technology Services, any software legally retained by you shall remain subject to the license agreement under which it was originally obtained from the vendor. You are responsible for the legal and proper use of such software and hereby agree to indemnify and hold Asbury University, its Board of Trustees, officers, employees, and agents harmless from any claim, loss or demand arising from your use of such software.

### *Computer Accounts and Passwords*

You may not allow others to use your account and password. Every student and employee is provided with one or more computer accounts. Those accounts are to be used only by the person they were assigned to and should never be given to or used by anyone else. You are responsible for anything done through the use of your account. Sharing your university-provided account with another person may be grounds for disciplinary action, up to and including dismissal. Strong passwords should be used. By definition, strong passwords are words use a mix letters and numbers. You should NOT use names or words that can be found in a dictionary for a password.

Do not disclose passwords to anyone including Information Technology Services personnel. If your password must be changed, Information Technology Services staff will assign you a temporary password and require you to change the password the first time you login to the network. Passwords should also be changed periodically to enhance the security of your files.

### *Spam*

SPAM is defined as unsolicited e-mail that is not about the business of the university or about university sponsored events. Any university communication about the work or business of the university and/or university events is not considered spam. Administrative Departments and Faculty are permitted to send campus messages that contain information that is pertinent to everyone. Advertising non-university events or business and lost and found messages are two specific examples of SPAM that is not permitted. Anyone who SPAMS the campus with an inappropriate message will be contacted and given one warning. Subsequent violations will result in lost e-mail privileges for an appropriate period of time. Public email folders are available to post these announcements.

### *Unlawful Access to a Computer*

Unlawful Access to a Computer is a legal offense, defined in Section 434.840-860 of the Kentucky Code as follows:

1. A person is guilty of unlawful access to a computer when she/he knowingly and willfully, directly or indirectly accesses or attempts to access any computer software, data, computer system or network to defraud or damage another computer system, program or network. (KRS 434.845)
2. A person is guilty of misuse of computer information when she/he receives, conceals, or uses or aids another in doing so, any books, records, documents, property, financial instrument, computer software, computer program, or other material, property, or objects, knowing the same to have been used in or obtained from a violation of KRS 434.845.

Unlawful access to a computer will result in cancellation of privileges as well as other disciplinary action. Specific acts of computer, but are not limited to tampering include changing the network configuration of your computer, uploading or creating computer viruses or password cracking programs, or attempting to use any account without proper authorization.

### *Termination of Accounts*

You may terminate your account on the University's Information Systems by sending notice to Information

Technology Services. Termination will be effective on the day that a system administrator receives the notice or on a future date if so specified in the Notice. Accounts for graduating seniors are normally removed the next working day after graduation.

System administrators reserve the right to suspend or terminate your access to the University's Information systems upon any breach of the Memorandum of Understanding. Prior to a suspension or termination or as soon after as is practicable, system administrator will inform you of the suspected breach and give you an opportunity to present an explanation. You may request a review hearing within seven (7) days of such suspension or termination if you feel that such action was unjust. After the review, access may be restored if your appeal is upheld.

To appeal the decision of a system administrator, you must file a written request with appropriate information to the Assistant Vice President of Information Technology Services. The director will discuss the appeal with other staff of Information Technology Services during their staff meeting and decide whether to grant the appeal. If you are not satisfied with the Assistant Vice President of Information Technology Services response, you may appeal the Assistant Vice President's decision to a special Vice Presidential committee composed of the VP for Student Development, the VP for Business Affairs and the Provost.

## **Volunteers**

Employees are encouraged to become actively involved with the broader campus by participating in activities with students and others. Participation in these types of activities is on a volunteer basis. At no point may a support staff employee volunteer time in activities directly related to their regular work assignment.

## **Whistle-blower Protection Policy**

Asbury University is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

### *Reporting*

It is the responsibility of every employee to report concerns relating to suspected misconduct, dishonesty, or fraud. Such concerns shall be set forth in writing and sent in a sealed



envelope to the President of the University at the address listed below. The envelope should be labeled as follows:

*“To be opened by the President only — submitted under the Policy on Suspected Misconduct, Dishonesty, Fraud, and Whistle-blower Protection”.*

President, Asbury University  
1 Macklem Drive  
Wilmore, KY 40390

Allegations against the President of the University should be addressed to:

Chair of the Audit and Business Affairs Committee  
Asbury University  
1 Macklem Drive  
Wilmore, KY 40390

### ***No Retaliation***

No director, officer, or employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization prior to seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Complete policy details may be found on the Human Resources website.

## CONCLUSION

All statements in this publication are announcements of present policy only and are subject to change at any time without prior notice. They are not to be regarded as offers of contract.

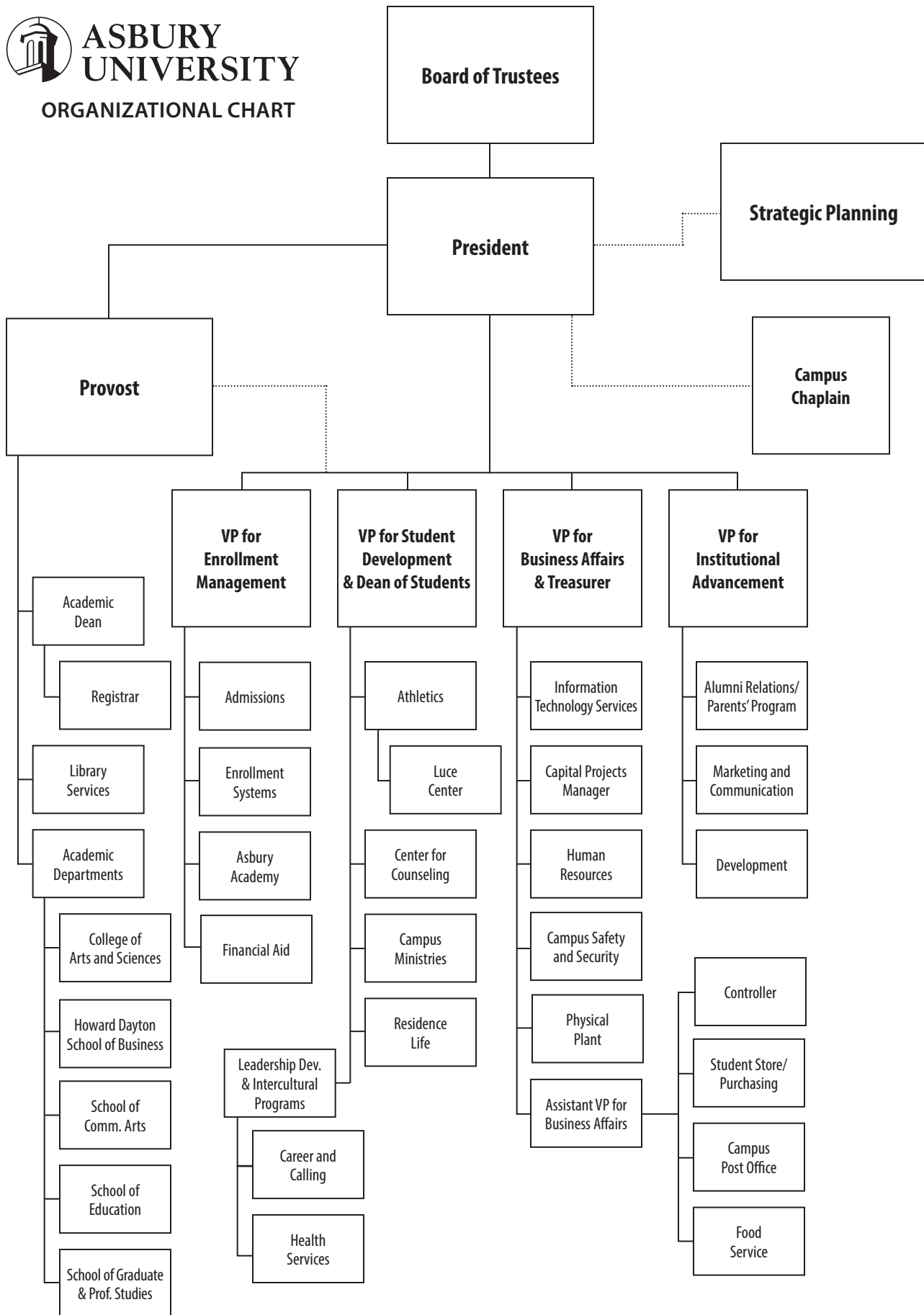
Employees can be terminated at will. The procedures and policies indicated do not prohibit in any way the administration of Asbury University from terminating an employee immediately and without prior notice.





# ASBURY UNIVERSITY

## ORGANIZATIONAL CHART





# ASBURY UNIVERSITY

WILMORE CAMPUS MAP 2014-15

## PARKING LOTS

- P1 Administration
- P2 Akers
- P3 Communication Arts
- P4 Commuter
- P5 Corbitt
- P6 Fine Arts
- P7 Fletcher-Early
- P8 James Street
- P9 Kinlaw Library
- P10 Kresge
- P11 Luce Center
- P12 Physical Plant
- P13 Upperclass

## DESIGNATION

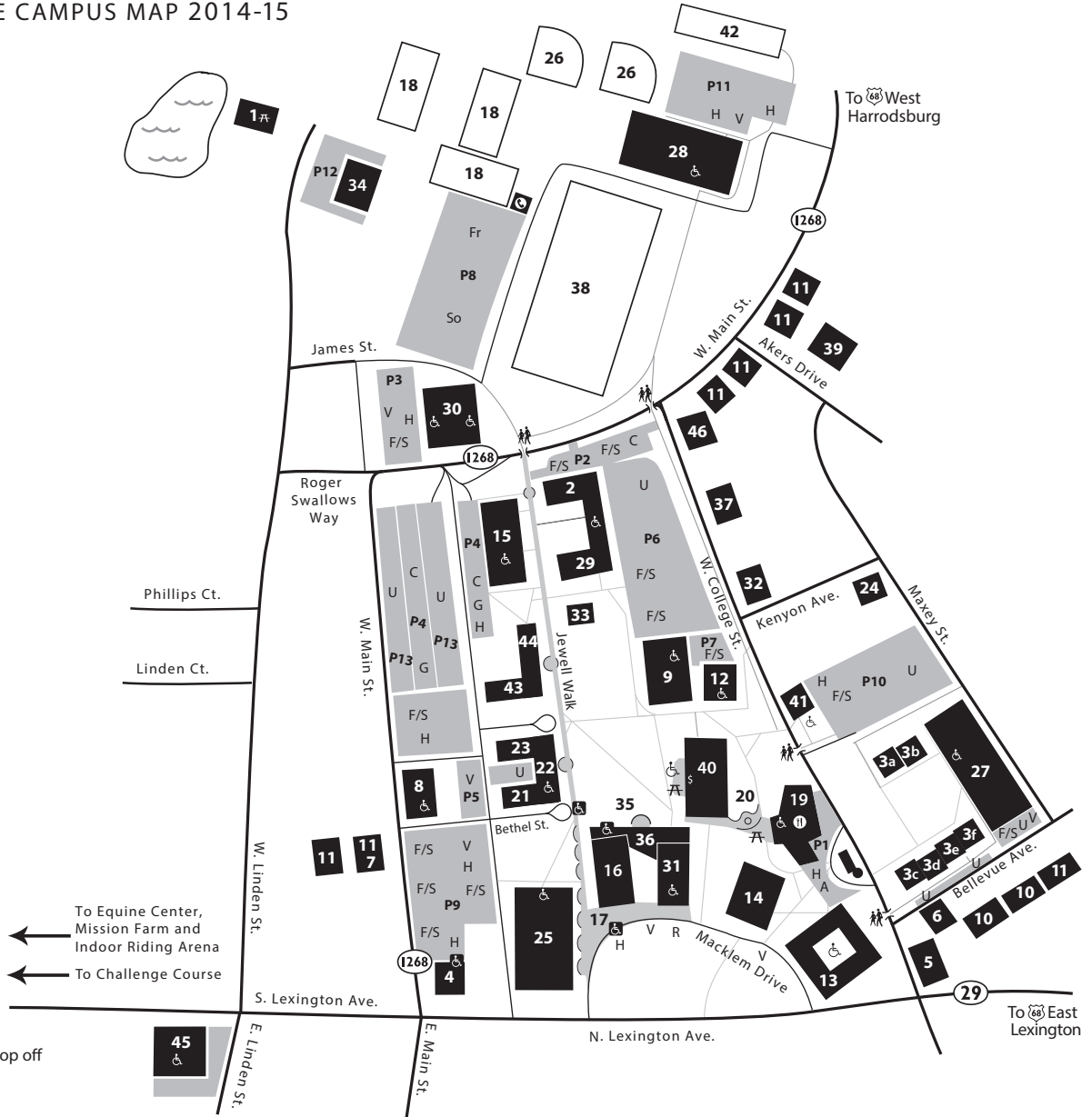
- A Administration
- C Commuters
- F/S Faculty/Staff
- Fr Freshmen
- G Graduate/APS
- H Handicapped
- R Reserved
- So Sophomores
- U Upperclassmen
- V Visitor

## GUIDE

- \$ ATM
- ☺ Cafeteria / The Grille
- ♠ Crosswalks
- ☎ Emergency Call Box
- ♿ Handicapped Access/Drop off
- ☼ Outdoor Dining Areas

← To Equine Center,  
Mission Farm and  
Indoor Riding Arena

← To Challenge Course



## FACILITIES LISTING

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>1 Abiding Pavilion &amp; Reservoir</li> <li>2 Akers Auditorium</li> <li>3 Aldersgate Apartments<br/>a-Thacker, b-Eddy, c-Pike, d-Howell, e-Davis, f-Fisher</li> <li>4 Alumni House</li> <li>5 Art Annex</li> <li>6 Center for Adventure Leadership</li> <li>7 Center for Counseling</li> <li>8 Corbitt Hall (Graduate &amp; Professional Studies)</li> <li>9 Doddridge-Holland</li> <li>10 Faculty/Staff Housing</li> <li>11 Family/Non-Traditional Housing</li> <li>12 Fletcher-Early Student Development Center</li> <li>13 Glide-Crawford Residence Hall (women)</li> <li>14 Hager Administration Building/Safety &amp; Security</li> <li>15 Hamann-Ray Science Center/Campus Post Office/Eagle Outlet</li> </ul> | <ul style="list-style-type: none"> <li>16 Hughes Auditorium (Chapel)</li> <li>17 Hughes Walking Plaza and Patio</li> <li>18 Intramural Fields</li> <li>19 Johnson Building/Art Gallery/Cafeteria/Z.T.'s Bistro</li> <li>20 Johnson Patio</li> <li>21 Johnson Residence Hall – East (men)<br/>&amp; Sarah Johnson House (women)</li> <li>22 Johnson Residence Hall – Main (men)</li> <li>23 Johnson Residence Hall – West (men)</li> <li>24 Kenyon House (women's residence)</li> <li>25 Kinlaw Library</li> <li>26 Kirkland Complex (Baseball &amp; Softball Fields)</li> <li>27 Kresge Residence Hall (women)</li> <li>28 Luce Physical Activities Center</li> <li>29 McCreless Fine Arts Center</li> <li>30 Miller Center For Communication Arts</li> </ul> | <ul style="list-style-type: none"> <li>31 Morrison Hall (academics)</li> <li>32 OMS Student Center</li> <li>33 Original Asbury Building</li> <li>34 Physical Plant</li> <li>35 Reasoner Green</li> <li>36 Reasoner Hall (academics)</li> <li>37 Salvation Army Student Center</li> <li>38 Soccer/Lacrosse Field</li> <li>39 Spanish House</li> <li>40 Student Center</li> <li>41 Student Health Services</li> <li>42 Tennis Courts</li> <li>43 Trustees Residence Hall – East (men)</li> <li>44 Trustees Residence Hall – Main (men)</li> <li>45 Wesley Building (Marketing &amp; Communications)</li> <li>46 World Gospel Mission Student Center</li> </ul> |
|---|---|--|



**ASBURY UNIVERSITY**

*Academic Excellence & Spiritual Vitality*